

CITY OF LYNNWOOD
TRANSPORTATION BENEFIT DISTRICT BOARD REGULAR MEETING MINUTES
October 19, 2016

10. CALL TO ORDER – The October 19, 2016 Regular Meeting of the City of Lynnwood Transportation Benefit District (TBD) Board, held in the Council Chambers of Lynnwood City Hall, was called to order by Board President Cotton at 7:02 p.m.

20.

ROLL CALL

Board President Ian Cotton
Board Vice President Benjamin Goodwin
Board Member M. Christopher Boyer
Board Member Ruth Ross
Board Member Shannon Sessions
Board Member Shirley Sutton
Board Member George Hurst

OTHERS ATTENDING

Public Works Director Franz
Deputy PW Director Elekes
Resident Capital Project Eng. Mach
Executive Assistant Morris

30 APPROVAL OF MINUTES – JULY 27, 2016 SPECIAL MEETING

Motion made by Board Member Boyer, seconded by Board Member Session, to approve the minutes of the July 27, 2016 Special Meeting. Motion passed unanimously.

40. VOUCHER APPROVAL

Motion made by Board Member Boyer, seconded by Board Member Ross, to approve claims in the amount of \$18,164.06. Motion passed unanimously.

50. CITIZEN COMMENTS AND COMMUNICATIONS

None.

60. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON RESOLUTION #9 – AMEND THE TBD CHARTER

Resident Capital Project Engineer David Mach made the staff presentation. He explained that this is basically a housekeeping item to amend the charter to reflect the current law.

Motion made by Board Member Boyer, seconded by Board Member Ross, to adopt Resolution No. 9, "A RESOLUTION OF THE LYNNWOOD TRANSPORTATION BENEFIT DISTRICT; RELATING TO THE DISTRICT'S CHARTER; AMENDING SECTION 4.01(B) OF RESOLUTION NO. 1." Motion passed unanimously.

1 70. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON A CONTRACT
2 AMENDMENT BETWEEN THE TBD AND THE WASHINGTON STATE
3 DEPARTMENT OF LICENSING
4

5 Resident Capital Project Engineer Mach made the staff presentation. He explained that this
6 also is a housekeeping item and also has to do with the \$20 to \$40 license fee increase.
7

8 *Motion made by Board Member Boyer, seconded by Board Member Ross, to approve the*
9 *contract amendment to the Interlocal Agreement with the Washington State Department of*
10 *Licensing to: Update the DOL Contract Manager; Increase the fee collected by DOL to \$40*
11 *effective February 1, 2017; Amend Section 1 Definitions; and to add an Assignment Clause.*
12 *Motion passed unanimously.*
13

14 80. PRESENTATION, DISCUSSION, AND APPROVAL OF THE 2015 TBD ANNUAL
15 REPORT
16

17 Resident Capital Project Engineer Mach reviewed the report starting on page 80-2 of the
18 TBD Board packet. This summarizes the meetings that occurred in 2015 and provides the
19 revenue generated which is around \$550,000 and expenditures of approximately \$590,000.
20 There was a larger fund balance which is the reason for the difference in the two numbers. It
21 also identifies the projects and where the funds were spent.
22

23 Board Member Sutton asked how this compared to 2014. Resident Capital Project Engineer
24 Mach stated that all the information is available online, but from year to year the revenues
25 have gone up slightly since 2010.
26

27 *Motion made by Board Vice President Goodwin, seconded by Board Member Boyer, to*
28 *approve the 2015 TBD Annual Report. Motion passed unanimously.*
29

30 90. CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ORDINANCE No. 11
31 – 2016 BUDGET AMENDMENT
32

33 Resident Capital Project Engineer Mach made the staff presentation on the Budget
34 Amendment. He explained that due to unforeseen circumstances, the 2016 actual beginning
35 fund balance was \$181,933 lower than the estimated beginning fund balance. As a result
36 staff recommends amending the 2016 TBD by decreasing the 2016 beginning fund balance
37 by \$181,933 and decreasing the Overlay Program Fund 311 expenditures by \$181,933.
38

39 Board Vice President Goodwin asked if it was possible to get a more accurate number
40 throughout the year. Resident Capital Project Engineer Mach explained that they only visit
41 this once a year or so which makes it challenging. Because this is only one fund they are
42 trying to minimize the amount of time staff is investing in this. Deputy Director Elekes
43 explained that they are tracking throughout the year and checking in a couple times a year.
44 He explained reasons that expenses were higher than anticipated last year.
45

46 *Motion made by Board Vice President Goodwin, seconded by Board Member Boyer, to*
47 *adopt Ordinance No. 11, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*

1 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT AMENDING THE 2016*
2 *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION*
3 *BENEFIT DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY,*
4 *AND SUMMARY PUBLICATION." Upon a roll call vote, the motion passed unanimously*
5 *(7-0).*
6

7 100. ORDINANCE No. 12 – 2017 BUDGET
8

9 A. Public Hearing
10

11 The public hearing was opened at 7:20 p.m. Board President Cotton reviewed the purpose of
12 the hearing, order of speaking and hearing procedures. Resident Capital Project Engineer
13 Mach made the staff presentation. He reviewed the table on page 100A-4 of the TBD Board
14 packet which summarizes the budget.
15

16 Written Materials: None
17

18 Public Testimony: None
19

20 Board Questions:
21

22 Board Member Sessions asked how a potential future ballot measure might change the
23 budget. Resident Capital Project Engineer Mach replied that they would have to do a budget
24 amendment to revise the revenue forecast and the expenditures.
25

26 Board Member Hurst asked how often revenues come from the State Department of
27 Licensing. Resident Capital Project Engineer Mach replied that it is monthly. It fluctuates,
28 but year to year it is fairly consistent.
29

30 Seeing no further public testimony the public testimony portion of the public hearing was
31 closed at 7:25 p.m.
32

33 B. Consideration, discussion, and possible action on said Ordinance.
34

35 *Motion made by Board Member Boyer, seconded by Board Vice President Goodwin, to*
36 *adopt Ordinance No. 12, "AN ORDINANCE OF THE CITY OF LYNNWOOD,*
37 *WASHINGTON, TRANSPORTATION BENEFIT DISTRICT ADOPTING A ONE-YEAR*
38 *BUDGET FOR THE CITY OF LYNNWOOD, WASHINGTON, TRANSPORTATION*
39 *BENEFIT DISTRICT FOR THE YEAR ENDING DECEMBER 31, 2017; AND PROVIDING*
40 *FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION." Upon a*
41 *roll call vote, the motion passed unanimously (7-0).*
42

43 110. ADJOURNMENT
44

45 Board President Cotton announced that the next regular meeting would be held on March
46 15, 2017 at 7 p.m. in the Council Chambers. A special meeting may be called before then. If
47 so, the time and place will be advertised in the Everett Herald and on the TBD web page.

1
2 *Motion made by Board Member Boyer, seconded by Board Vice President Goodwin, to*
3 *adjourn the meeting. Motion passed unanimously.*
4

5 The meeting was adjourned at 7:27 p.m.
6

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8 
9 Ian Cotton, TBD Board President
10

11 
12 Sonja Springer
13 Finance Director, Acting as Board Treasurer